



Manistee County Board of Commissioners

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Manistee County Courthouse • 415 Third Street • Manistee, Michigan 49660

MANISTEE COUNTY TECHNOLOGY/INFORMATION COMMITTEE REPORT

Thursday, May 15, 2008
2:00 P.M.

Manistee County Courthouse
District Court Jury Room

Members Present: Glenn Lottie, Chairperson/County Commissioner; Gordon McLellan, Network Administrator; Russell Pomeroy, County Treasurer; Peggy Falk, Equalization Director; Kendra Rohdy, Equalization Department; Marilyn Kliber, County Clerk; Kathi Lynn, 85th District Court; Pat Heins, 19th Circuit Court; Lieutenant Robert Lancaster; and Jeri Lyn Prielipp, Finance Assistant/Recording Secretary

Members Absent: Allan O'Shea, County Commissioner; Ford Stone, Prosecuting Attorney; Deidre Robison, Probate Court Register; Penny Pepera, Register of Deeds; Sue Wagner, County Planner; and Dennis Swain, Friend of the Court;

Mr. Lottie called the meeting to order at approximately 2:00 P.M.

ITEMS REQUIRING BOARD ACTION

Ms. Heins requested that the Committee consider purchasing an additional paper tray for the main Circuit Court printer that is shared by all Circuit Court staff. Ms. Heins explained that they are continually having to change the paper in this printer because of the different colored paper that they use for different Court documents and Mr. McLellan suggested an extra paper tray for the existing printer, which actually will handle up to four trays.

Ms. Kliber recommended purchasing a 500 sheet paper tray at a cost of \$237.00, which will be added to the main/existing printer in the 19th Judicial Circuit Court Office. No other recommendations were offered.

Ms. Falk requested that the Committee consider purchasing a G.P.S. unit for a County vehicle. If purchased, this unit would be used primarily by the Equalization Department during the summer months while out in the field performing appraisals. The unit is portable and could also be used by other County and Court employees if it is not being used by Equalization. Ms. Rohdy obtained a quote of \$449.99 for a Tom-Tom and a separate quote of \$386.67 for a Garman and she explained the different features for both units. Mr. McLellan cautioned that not all G.P.S. units provide maps of the City and/or County of Manistee and may be a separate feature that would need to be downloaded at additional cost. The Committee suggested that the Equalization Department research the different units that are available to make sure that the unit they purchase will perform to their specifications.

Mr. Lottie recommended purchasing a G.P.S. unit for one of the County owned vehicles at a cost not to exceed \$500.00, for use mainly by the Equalization Department. No other recommendations were offered.

Mr. McLellan requested that the Committee consider purchasing a new network switch for the East Annex wiring closet. The ports on these switches provide internal access from the computers to the network. It was explained that the current networking devices in the East Annex have 44 ports on the switches, however it is being utilized near capacity such that no new networking devices can be connected. Mr. McLellan recommends purchasing a new 48 port switch to phase out one of the old switches, while continuing to use the other 22-port switch. On the CDW-G web site, Mr. McLellan found an HP 2610 switch with 48 ports at a cost of \$850. 44 of the ports are the same speed we are using now, with 4 high speed ports that could be used for future applications. Another option is an HP 2810 switch with 48 ports that are gigabit capable, at a cost of \$2,200. Gordon feels that the HP 2810 would be beneficial in the future if more than two computers handling large amounts of data is needed, if we are going to be doing a lot of imaging, etc.. Following discussion,

Mr. McLellan recommended purchasing an HP 2610 48 port switch from CDW-G at a cost of \$850 for the East Annex wiring closet. No other recommendations were offered.

Mr. Pomeroy announced that a demonstration of the BS&A software for the Treasurer's Office and all the local units will be given on Monday, May 19, 2008, in the County Boardroom, with all of the local units confirming that their Treasurers will attend. He reported that he met with several Equalization Directors and there was some concern with the equalization portion of the BS&A software. He also met with all the local units and all were very receptive to converting. Mr. Pomeroy suggested that the County agree to pay up to \$1,250 per local unit to convert up to 12 units, at a total cost of \$15,000. These monies would be paid from the Technology Fund with a portion of the revenues deposited over the years from the monies received from the Townships for tax roll maintenance. Some questions and/or concerns the Committee raised were whether or not each Township has a computer that is capable of supporting the software; are these Township officials using their personal computers out of their homes for Township business; do the computers belong to the Officials or do they belong the Township; how old are their systems, etc.? Mr. Pomeroy will address these concerns with the Township Treasurers at the May 19th meeting. Following discussion,

Ms. Falk recommended that Manistee County pay up to \$1,250 per local unit to covert up to 12 units to the BS&A software system, at a total cost of \$15,000, to be paid from the Technology Fund with revenues received over the years from the Townships for tax roll maintenance. No other recommendations were offered.

Mr. Pomeroy reiterated that the software demonstration is on Monday, May 19th, the County Board will consider the recommendation to pay \$15,000 out of the Technology Fund on Tuesday, May 20th, and if approved by the County Board, then this matter will be considered by each individual local unit's Board.

ITEMS NOT REQUIRING BOARD ACTION

Mr. McLellan reported that he has been working with the web developer on the web site. The site is now running with Jumla software, which is basically the same as the Mambo software. The Jumla software is better supported by its developers and opens up more advanced features, such as a document management system that allows better handling of PDF and Microsoft Word documents. In the near future, Gordon will visit each Court/Department in the building to provide training on how they can edit and maintain their own web page.

There being no other business to come before the Committee, the meeting was adjourned at 3:05 P.M.

The next regular meeting of the Technology Committee is scheduled for 2:00 P.M. on Thursday, June 12, 2008.

Glenn Lottie, County Commissioner

Russell A. Pomeroy, County Treasurer

Gordon McLellan, Network Administrator

Kendra Rohdy, Equalization Department

Marilyn Kliber, County Clerk

Peggy Falk, Equalization Department

Kathi Lynn, 85th District Court

Pat Heins, 19th Judicial Circuit Court

Lt. Robert Lancaster

Jeri Lyn Prielipp, Finance Assistant

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